

Regular Meeting Agenda
Thursday, August 15, 2013 – 7pm
General District Courtroom – Sussex Judicial Center

Item 1. Call To Order/Determine Quorum

Item 2. The Invocation

Item 3. The Pledge of Allegiance

Item 4. Agenda Amendments - None at this time

Item 5. Approval of Regular Agenda

Motion: To approve the August 15, 2013 Regular Meeting Agenda as presented (or as amended)

Item 6. Approval of Consent Agenda

- a. Approval of July 18, 2013 Minutes
- b. Approval of July 19, 2013 Minutes
- c. Approval of July 23, 2013 Minutes
- d. Approval of August 1, 2013 Minutes
- e. Approval of Invoice: Oyster Point Construction, \$207,047.07
- f. Approval of Invoice: Rancorn Wildman Architects, \$3,869.91
- g. Approval of Invoice: Contrax Furnishings, \$112,168.31
- h. Approval of Invoice: DominionTek, \$32,067.59
- i. Approval of Invoice: Fire-X Corporation, \$964.80
- j. Approve, Appropriate, & Transfer of Funds – Phillips Telecommunications;
\$13,150.00; replacement of phone system and further authorize the Treasurer to appropriate the insurance recoveries once received
- k. Re-appropriate the drug forfeiture account balances to the Sheriff Department in the amount of \$ 4,363.46 and Commonwealth Attorney Office in the amount of \$ 17,268.79
- l. Re-appropriate the DARE account balance to the Sheriff Department in the amount of \$ 902.56
- m. Appropriate the account balances for the land acquisition and development for the Carden Tract in the amount of \$997,271.50, and Higgins Tract in the amount of \$2,213,194.50.
- n. Approve and appropriate of \$2,900.00 for survey of Eugene's Lane
- o. Approval of Warrants and Vouchers

Item 7. Standing Reports/Staff/Committees/Organizations

7a. County Administrator/s Report

1. Closed Sessions: Chairman Fly has asked that this item be added to the Agenda. It seems he has been approached by numerous citizens who have complained about the late hour of the Board's Closed Session and have asked if anything could be done. I subsequently suggested that other jurisdictions often have their Closed Sessions before the Board meeting (i.e. 6:00 pm) for the convenience of the Citizens.

2. Virginia Senior Services: Mr. Dan Meade, Senior Benefits Advisor, Virginia Senior Services will be in attendance to give a brief overview of the products and services provided by his organization.

3. Repair of Old Administration Building (Status Report): I have not had an opportunity to meet with staff to determine if anything has been done beyond getting the mold test done and estimates on an A frame roof.

4. Organizational Review to include Part Time Director of Finance and Deputy County Administrator: I have begun the process and would ask the Governing Body to prioritize the Boards service delivery expectations (*i.e.: 1. Public Safety; 2. Planning 3. Animal Control etc.*) I am also meeting with staff to solicit their input as we move to re-organize County operations to better meet the ever changing needs of our people.

5. Blackwater Regional Library Contract: This item was tabled from the August 1, 2013 meeting. Mr. Packer and I have reviewed the proposal and would recommend approval.

Recommendation: To approve the Blackwater Regional Library Contract as submitted and authorize the County Administrator to complete the documents as needed.

6. Courthouse Lease/Historical Society Old Courthouse Repairs/Contract Review/ Lease regarding Repair Needs: This item was tabled from the August 1, 2013 meeting and as of today I have not been able to meet with the Historical Society.

7. Re-Zoning of Industrial Development Sites: In an effort to meet the County's need for Economic Development we (Mr. Packer, Mr. Greene and myself) are asking for authorization and approval to begin the development of a re-zoning plan for the County's Industrial Development sites.

Recommendation: To authorize the County Administrator and Staff to immediately begin the process for re-zoning County Industrial Development Sites.

8. Personnel Management: Prior to my departure in December I had provided the Governing Body with both a draft document and power point presentation regarding my recommendations and the next step in the implementation of the Sussex County Performance Based Personnel Management Plan. Called the RCP (Restricted Classification Plan) it was designed to provide for annual evaluations based on comparable skill sets (i.e. a secretary in any department requires similar skills and expertise). As such I am again recommending that the Board adopt and authorize the implementation of the Sussex County Restricted Classification Plan (RCP) as previously submitted. Please note that Mr. Packer has reviewed it and supports the implementation.

Recommendation: To approve and direct the County Administrator to implement the Sussex County Restricted Classification Plan (RCP) and to provide the Board and County Staff with a timeline for its implementation.

9. Sick Leave Bank: In an effort to build the “team” into “Team Sussex” I will need tools. One of those was/is the Sick Leave Bank. I clearly understand the previous implications and the need for a change ... however I believe that it is the leadership and commitment to the overall well being of the employees of Sussex that needs to be implemented. Sick Leave is a gift from the Governing Body to assist employees in mitigating financial impacts from illnesses ... not a form of vacation/time off. As such it becomes a perfect tool to build across the Board team development and support. Again I have spoken with Mr. Packer and he concurs.

Recommendation: The County Administrator is hereby authorized to implement the Sussex County Sick Leave Bank effective September 1, 2013.

10. Administration Highlights: Fiscal Accountability: Please find attached a spreadsheet completed by Mrs. Anne Ellis regarding County Phone use. I am excited by her efforts and would like to thank Mr. Onnie Woodruff for allowing Anne to complete this assignment after my departure in December. I am proud to say that we have reduced our cell phone costs by 51%. Anne, with Onnie’s blessing, is now working with the School Division (John Broderick) to jointly bid out Fuel Gas and Propane.

Additionally I wanted to let the Board know how the County’s Reuse and Recycling program is going. Initiated in October/November 2012 to date the County has received \$1,920.00 for the clothes recycling bins and in cooperation with the Sussex County School Division, who receives funds for white paper recycling the County Administration Office has been storing our waste paper. After my return, I directed staff to empty our filled storage bin which was transported to the green box behind School Board Offices.

Please note that we are proud, as County employees to be part of these recycling efforts and therefore as County Administrator I would like to personally thank Dr. Jarrett for his cooperation and Mr. George Taylor and Earnest Freeman for transporting our recycled paper.

11. Transfer of County properties: Mr. Packer and I are currently developing a plan of action and will bring it back to the Board for your approval.

12. Surplus School Buildings: I have not met with Dr. Jarrett on this matter to date.

13. Cactus Hill Project: At this time I am actually “learning” about Cactus Hill and to both save time and because there are so many interested and better informed County Residents, I would suggest that the Board consider an Ad Hoc committee to work on this important project.

Recommendation: To direct the County Administrator in consultation with the County Attorney to draft a Scope of work and timelines for the Sussex County Cactus Hill Committee.

14. Schools Unspent Funds Policy: Please find below a summary of Financial Policies and recommendations I made during the development of the FY 2013 County Budget. As you can see the first is the recommended Board Policy regarding unspent School Operating Funds. I have spoken with Dr. Jarrett and Mr. Broderick and both agree with me that from a budgeting and operational standpoint this would be as effective as it has been in the other Counties that have used it.

Recommendation: To approve the Policy as presented.

15. The second is a General Fund Policy regarding Undesignated Fund Balance, Contingency and use of Landfill Revenue. I have used I and II successfully in all of the Counties I have served and III. IV. in those that had private Landfill's.

Recommendation: To approve the Policy as presented.

Item 7b. County Attorney's Report

1. **Tie Breaker:** Mr. Packer will address this issue and provide the Board a recommendation at the Board meeting.

2. Approval of December 3, 2012 Minutes

3. Approval of April 8, 2013 Minutes

Item 7c. Treasurer/Interim Director of Finance Report: Report included

1. Please be advised that we, on behalf of Sussex County, requested an extension from Virginia Retirement System (VRS) to evaluate options regarding recent changes in the disability benefits. It is our understanding that the extension will be until November 1, 2013. During this time Onnie will be researching and polling other jurisdictions regarding this matter.

Item 7d. Commissioner of the Revenue Report: No report at this time.

Item 7e. Sheriff's Department Report: Sheriff Raymond Bell has requested the following items for funding.

1. Request For Funding: \$3,000.00 Overtime: On June 18, 2013, the Sheriff's Department was involved in a fugitive search. This required the payment of overtime from SPOT. The total amount to be paid is \$2,775.33.

2. Request For Funding: \$30,000.00, New Vehicle: This amount of money is being requested to be added to Capital Improvements for the purchase of a new vehicle.

3. Request For Restoration of Funds/Appropriation: \$4,584.19: The amount of \$4,584.19 has been received from VACoRP (County's Insurance) . The request is to be restored to Line Item #51100-1265-512-510.

Item 7f. Superintendent of Schools Report: No Report at this time

Item 7g. Director of Social Services Report: No Report at this time

Item 7h. General Registrar Report

1. Relocation of Polling Places

Item 7i. Health Department: No report at this time

Item 8. Appointments:

- a. **Henry District Board Member Representative:** The deadline for submittal of the applications for the Henry District Board vacancy is August 12, 2013. Once received, the information will be provided to the Board under separate cover.
- b. **Two Appointments to the South Centre Corridors Resource Conservation and Development Council:** Sussex County's two appointees' terms expired December 31, 2012. The current appointees are Mr. Thomas E. Harris and Mr. Crockett Morris. Staff has spoken with Mr. Morris and has advised that he would like to be reappointed.

Recommendation: To reappoint Mr. Crockett Morris, 11365 Cerney Lane, Waverly VA 23890 for a period of three years, term expiring December 31, 2015; and Mr. Thomas E. Harris, Sussex County Administrator, for a period of four years, term expiring December 31, 2016.

Item 9. Citizens Comments (9:00p.m.)

Item 10. Unfinished Business

- a. **Invitation For Bids 2013-01, Welcome Signs:** Tabled from the June 20, 2013 meeting. I would ask that the Board either reject these bids or to table the IFP so that I can research costs.

Recommendation: To table this IFP so that the County Administrator can evaluate the proposals or to reject the bids and direct him to rebid the Welcome signs.

Item 11. New Business

a. Circuit Court Clerk's Request for Additional Space & Carpet Replacement: The Circuit Court Clerk is requesting that the Clerk's Office be enlarged to accommodate the records and requesting that the carpeting be replaced.

b. Request from Pocahontas Temple Baptist Church: Correspondence has been received from Reverend Lewis Allen, Pastor of Pocahontas Temple Baptist Church.

Item 12. Board Members' Reports/Comments

a. Blackwater District

b. Courthouse District

c. Henry District

d. Stony Creek District

e. Wakefield District

f. Waverly District: The Honorable Alfred G. Futrell has asked for time to share his concerns regarding the Sussex County High School Sports Program.

Item 13. Closed Session

a. Consultation with Legal Counsel as to actual or probable litigation, Code Section 2.2-3711(A)(7)

Item 14. Return To Open Session

Item 15. Action on Closed Session Item(s)

Item 16. Recess/Adjourn

